

ON-CAMPUS EMPLOYMENT OPPORTUNITY PROGRAM ASSISTANT

Program: Supplemental Workshops, sponsored by Student Academic Services, has been an academic retention program at Cal Poly since fall quarter 1988. Upper division trained peer facilitators lead bi-weekly workshops for classes in biology, chemistry, mathematics, physics, and business statistics.

Position: The Program Assistant provides administrative support to the Coordinator and office staff.

Typical Duties: Respond to email and phone calls daily; meet with Coordinator for program planning weekly; prepare agenda for weekly staff meetings on Tuesdays and/or Thursdays from 11am to noon; participate in staff meetings; assist with facilitator recruitment; develop quarterly workshop schedule. Please see the detailed list of responsibilities for more information.

Qualifications: Currently enrolled Cal Poly student in good academic standing (GPA 3.0+), who is able to commit to working all academic year quarters (fall, winter, and spring quarters) through Winter 2021.

Compensation: Starting wage is \$13.00 per hour. Future increases based upon work performance, hours worked since prior increase, and budget constraints.

Hours: Each quarter, the Program Assistant develops a schedule of 16-20 hours per week Monday through Friday.

Job Knowledge/Skills Required:

1. Operate PC using *Microsoft Office Suite* with keyboarding at 45+WPM
2. Possess the ability to focus in a busy work environment
3. Able to shift from one task to another readily.

Interpersonal Skills:

- Works collaboratively with students, staff, instructors, and campus partners.
- Proactive self-starter with an ability to meet deadlines.
- Well-organized, makes good use of time, and anticipates future events.
- Attention to detail; good follow through.
- Excellent verbal and written communication skills.
- Ability to adapt and transition constructively as the Program and position adjust.
- Knowledgeable of relevant campus resources.
- Ability to interact appropriately and respectfully with people regardless of culture, socio-economic level, gender, ethnic origin, and other traditional stereotypes.

Supervisor: Lydia Keema, Coordinator
Office: Academic Skills Center – Kennedy Library, Room 112
Phone/email: 805-756-5784 • lkeema@calpoly.edu

Submission Process

- Open the attached application form in *Word*. Change the application file name to your surname.
- Complete and return the application by email to swm@calpoly.edu. Do not submit as a PDF.
- See Application for instructions about references and submitting recommendations.
- We will evaluate your application and contact you if an interview is desired.

Application and Recommendation Form Deadline:
Monday, October 29, 2018.

ON-CAMPUS EMPLOYMENT OPPORTUNITY PROGRAM ASSISTANT DETAILED RESPONSIBILITIES

Workshop Scheduling for Fall, Winter, and Spring Quarters

- Communicate with Coordinator about current and future program needs.
- Communicate with facilitators regarding their schedules and create future quarter workshop schedules.
- Communicate with University Scheduling about the coming quarter's schedule and edits.

Facilitator Interaction

- Assist Coordinator in providing support, training, and assistance to new and returning facilitators.
- Email facilitators with reminders as needed (scheduling, payroll, holidays, etc.).
- Coordinate substitutes and make-up sessions.

Phone, Email, and Data Entry

- Answer phone and return voicemails.
- Respond to emails daily.
- Request facilitator budget projections; update budget spreadsheet.
- Check Supplemental Workshops website for accuracy and current documents.
- Update and maintain staff PolyLearn site.

Database

- Maintain Fall, Winter, and Spring databases.
- Enter and edit data as needed.

Staff Meetings

- Develop the weekly meeting agenda and review with Coordinator.
- Prepare any materials and set up the room for the staff meeting.
- Co-lead and facilitate meeting and discussions with Coordinator and Senior Leaders.
- Email meeting minutes after the meeting; follow up with any facilitators who were absent.

Recruitment

- Create and edit job descriptions.
- Receive and screen applications; schedule interviews with selected applicants.
- Prepare interview materials; interview candidates with Coordinator and Senior Leaders.
- Discuss candidates with Coordinator and Senior Leaders following the interview.
- Complete on-boarding paperwork with new hires.

Marketing

- Assist Coordinator in marketing workshops to students, faculty, and advising staff to increase enrollment.

Quarterly Assessments

- Track assessment completion rates.
- Review results with Coordinator.